

**COUNTY OF MOORE
NORTH CAROLINA**

REQUEST FOR PROPOSALS

ISSUE DATE: **April 29, 2016**

RFP 2016-10

TITLE: **Uniform Services**

ISSUING DEPARTMENT:

**County of Moore Financial Services
206 S. Ray Street
PO Box 905
Carthage, NC 28327**

Sealed Proposals will be received until 4:00 PM **Wednesday May 11, 2016** from qualified vendors for Uniform Services for several County of Moore Departments.

All inquiries for information concerning Instructions for Proposals, Bid Submission Requirements or Procurement Procedures shall be directed to **(in writing)**:

Terra Vuncannon, Purchasing Manager
PO Box 905
206 South Ray Street
Carthage, NC 28327
(910) 947-7118 (Telephone)
(910) 947-6311 (Fax)
tvuncannon@moorecountync.gov

Sealed Proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposal. It is the sole responsibility of the Bidder to ensure that its bid reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services described in accordance with the attached signed bid.

Firm Name: _____ Date: _____

Address: _____ Phone: _____

By: _____
(typed)

By: _____
(signed)

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INSTRUCTIONS FOR PROPOSALS

1. **Sealed Proposals shall be submitted to the Issuing Department on the enclosed Proposal Form.** In order for a proposal to be considered, it shall be based on the terms, conditions and specifications contained herein and shall be a complete response to this RFP. The County reserves the right to make an award in whole, or in part, and to reject all proposals, and to waive any informality in proposals unless otherwise specified by the Bidder. The Bidder shall sign the bid correctly and bids may be rejected if they show omissions, alterations of form, additions not called for, conditional bids or any irregularities of any kind.
2. All labor costs, direct and indirect, shall have been determined and included in the proposal. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein shall have been determined and included in the proposal. Do not include sales tax in bid figures. The County pays sales tax and will add this to your bid figures separately when invoices are paid. All price quotes shall include delivery to the delivery point, installation and set-up charges, as necessary. Goods shall be set in place ready for owner's use. All goods shall be new and of average quality. No remanufactured, refurbished or used goods will be accepted. Appropriate product information (e.g. brochures, catalog cuts, etc.) shall be included with the proposal.
3. After the RFP issue date, all communications between the Issuing Department and prospective Bidders shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon at the address listed on page one of this solicitation. All questions concerning this RFP shall reference the RFP number, section and page number. Questions and responses affecting the scope of the goods will be provided to all prospective Bidders by issuance of an Addendum. **All written questions shall be received by the Issuing Department no later than 10:00 am Thursday May 5, 2016. NO EXCEPTIONS.**
4. The County will not be responsible for any oral instructions. Should a Bidder find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, s/he should at once notify the Issuing Department, and a written addendum shall be issued. Acknowledgement of any Addendum received during the time of the bidding shall be noted on the Bid Form in the spaces provided. In closing of a contract, any Addendum issued shall become a part thereof.
5. Proposals will be examined promptly after opening and award will be made at the earliest possible date. The prices quoted must be held firm, and no bids may be withdrawn until **90 days** after bid opening date. The County reserves the right to conduct any test/inspection it may deem advisable to ensure services/materials/supplies/equipment, as appropriate, conform to specifications.
6. Pursuant to North Carolina General Statutes Section 143-129, "award shall be made to the lowest responsible Bidder or Bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract."
7. The materials/supplies/equipment furnished under any resulting contract shall be covered by the manufacturer's most favorable commercial warranty. Each Bidder shall plainly set forth the warranty for the goods in the bid. Operations and maintenance manuals for equipment shall also be provided, as appropriate.

8. The County of Moore has waived the Bid Deposit.
9. All purchases for goods or services are subject to the availability of funds for this purpose.
10. The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive bidding, are made a part hereof.
11. The County of Moore is committed to creating and maintaining an environment free from harassment and other forms of misconduct that fundamentally compromise the working environment of the County. All contractors performing work/services at a County facility shall take all necessary steps to assure that none of its employees engage in harassment or intimidation relating to personal beliefs or characteristics of anyone on the County's premises, including but not limited to, race, religion, age, color, sex, national origin or disability. Such harassment is unacceptable and will not be condoned in any form at the County of Moore. If such conduct occurs, the contractor will take all necessary steps to stop it and prevent its future occurrence. This policy shall be strictly enforced.
12. For all the work being performed under this Contract, the County of Moore has the right to inspect, examine, and make copies of any and all books, accounts, records and other writing relating to the performance of the work. Audits shall take place at times and locations mutually agreed upon by both parties, although the vendor/contractor must make the materials to be audited available within one (1) week of the request for them.
13. The Bidder agrees that it will not identify the County of Moore as a client in any other proposal, resume, or informational brochure without first requesting and obtaining, in writing, the permission of the County of Moore Board of Commissioners.
14. All Bidders must complete and submit the Vendor Application Form with their bid package. This information will be used to create or update the County's bidder/vendor file.
15. The County of Moore reserves the right to reject any and all proposals. It further reserves the right to waive informalities insofar as it is authorized so to do where it deems it advisable in protection of the best interests of the County.
16. Proposals will be tabulated, reviewed and a recommendation presented to the County of Moore Board of Commissioners for their approval.
17. Any and all exceptions to the Specifications must be stated in writing, giving complete details of what is to be furnished in lieu of requested Specifications.
18. The County of Moore reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon forty-five (45) days' notice to the Vendor(s). Any contract cancellation shall not relieve the Vendor(s) of the obligation to deliver any outstanding services issued prior to the effective date of the cancellation.

PROPOSAL REQUIREMENTS AND SCOPE OF WORK

Specifications:

It is the intent to lease, rent and/or purchase working uniforms for multiple County of Moore department employees.

Proposed departments and their respective number of employees are:

Property Management: 30 employees (currently lease w/vendor clean and rental w/ employee clean)

Public Utilities: 35 employees (currently lease w/vendor clean)

Water Pollution Control Plant: 18 employees (currently lease w/vendor clean)

Solid Waste: 38 employees (currently lease w/vendor clean)

Transportation: 25 employees (currently rental w/employee clean and lease w/vendor clean)

Planning: 5 employees (currently rental w/employee clean and lease w/vendor clean)

General Requirements:

1. Upon contract execution vendor will fit all employees for new-unworn uniforms.
2. New hires will be fitted and issued new-unworn uniforms within two weeks of hire.
3. For leased garments vendor must provide 11 sets per full time employee and 5 sets for part time employees.
4. Vendor will provide lockers or racks at no charge.
5. Vendor will bill by department weekly. (Solid Waste has multiple locations but needs one bill for the department not location on a weekly basis.
6. Vendor will service weekly, either Tuesday or Wednesday 7:00 am – 1:00 pm.
7. County may request presentation of product prior to award, including sample of all requested patches/embroiders.
8. Vendor must be able to include patches or embroidery to shirts. Sample patch (not exact measurements) is included as Attachment A.
9. Department may vary in patch/embroidery requirements. Ex. May require County Seal and name patch on garment.
10. Quotes should be given for three options: purchase of product, lease and cleaning service of product, rental of product with employee responsible for cleaning.
11. Any additional cost, including protection, replacement, size upcharge etc. must be listed on bid form.
12. Departments may vary in product requirements.
13. Employees per department are subject to change at any point in time.
14. All selections must be available for sizes XS thru 5XL, including Tall sizes also.
15. Current catalog must be submitted with bid response.

BID FORM

Please give a garment description of each product. Additional lines are provided if needed.

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST
MEN'S S/S POLO w/ pocket: Poly-Cotton Blend					
MEN'S S/S POLO no pocket: Poly-Cotton Blend					
MEN'S L/S POLO w/pocket Poly-Cotton Blend					
MEN'S L/S POLO no pocket Poly-Cotton Blend					
MEN'S S/S WICKING POLO w/pocket					
MEN'S S/S WICKING POLO no pocket					
MEN'S L/S WRINKLE FREE LOOK WORK SHIRT w/pockets					

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST
MEN'S S/S WRINKLE FREE LOOK WORK SHIRT w/pockets					
MEN'S S/S RELAXED/COMFORT FIT WORK SHIRT w/pockets					
MEN'S L/S RELAXED/COMFORT FIT WORK SHIRT w/pockets					
MEN'S S/S OXFORD w/pockets: Description:					
MEN'S L/S OXFORD w/pockets: Description:					
MEN'S S/S 100% COTTON WORK SHORT					
MEN'S L/S 100% COTTON WORK SHIRT					
MEN'S PANT – FLAT FRONT: Description:					

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST
MEN'S PANT – PLEATED FRONT: Description:					
MEN'S PANT - CARGO: Description:					
MEN'S PANT – FLAT FRONT with SIDE ELASTIC Description:					
MEN'S PANT – PLEATED FRONT with SIDE ELASTIC: Description					
MEN'S PANT – CARGO with SIDE ELASTIC Description:					
MEN'S CARHARTT DUNGAREE (or equal) WORK PANT:					
MEN'S FLAT FRONT WORK SHORTS					
MEN'S CARGO TYPE WORK SHORTS					

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST
WOMEN'S SLIM FIT FLAT FRONT PANT:					
WOMEN'S SLIM FIT CARGO PANT:					
WOMEN'S CURVY FIT FLAT FRONT PANT:					
WOMENT'S CURVY FIT CARGO PANT:					
WOMEN'S L/S WORK SHIRT WRINKLE FREE LOOK w/pocket – Cotton Poly Blend					
WOMEN'S S/S SMOCK with POCKETS, SHAPED HEMLINE					
WOMEN'S S/S POLO SHAPED FIT, V- NECKLINE					
MEN'S S/S RELAXED/COMORT FIT WORK SHIRT WITH REFLECTIVE STRIPES w/pockets					

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST
MEN'S L/S RELAXED/COMFORT FIT WORK SHIRT WITH REFLECTIVE STRIPES w/pockets					
UNISEX ALL SEASONAL JACKET, ELASTIC WAIST, WATER RESISTANT FINISH, FULL FRONTAL ZIP					
UNISEX LINED JACKET WITH KNIT COLLAR, CUFF AND WAISTBAND					
UNISEX HIP LENGTH JACKET WITH COLLAR, FULL FRONTAL ZIP					
WOMEN'S LAB COAT					
MEN'S LAB COAT					
COVERALLS L/S FRONT ZIP					

ITEM	MATERIAL CONTENT	VENDOR ITEM NUMBER	PURCHASE COST	LEASE/WEEKLY LAUNDRY COST	RENT/NO LAUNDRY COST

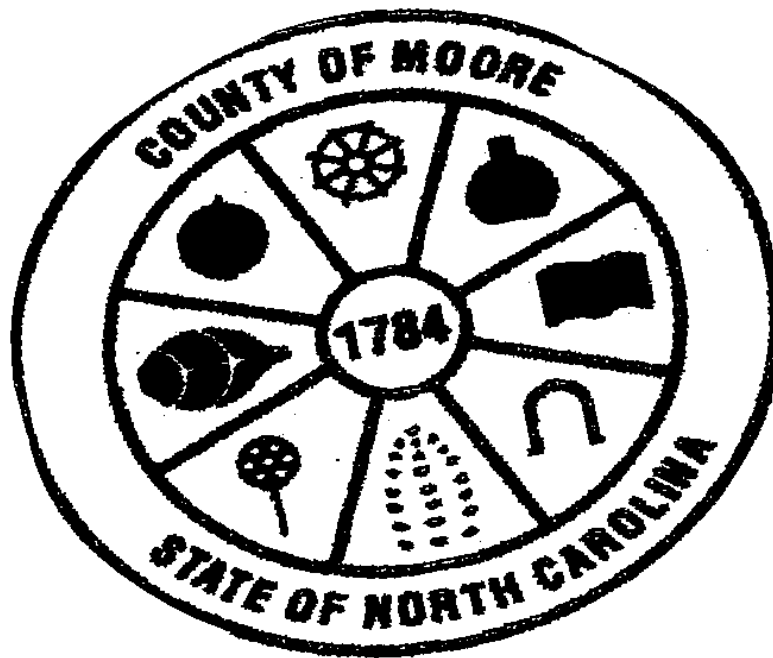
Additional Charges:

- Replacement: \$_____ per garment
- Protection: \$_____ per garment
- List Others:

_____ \$_____ per garment

_____ \$_____ per garment

ATTACHMENT A



PROPOSAL FORM

The County of Moore requests your proposal for Uniform Services.

Proposals will be received until 4:00 pm Wednesday May 11, 2016 at Financial Services, 206 S. Ray Street, Carthage, NC 28327. Opening will not be public.

Use this form for submitting proposals. In submitting your proposal, keep in mind that any alterations, changes in proposal format, etc. will make it difficult to evaluate proposals. All items should be in the units, quantities, units of measurements, etc. specified. Do not submit alternates unless requested. The County of Moore shall reserve the right to reject any and/or all proposals.

On behalf of _____ (Proposer), I am submitting a proposal for Uniform Service for County of Moore. I agree to all General Requirements of this bid.

I certify that the contents of this proposal are known to no one outside the undersigned, and to the best of my knowledge all requirements have been complied with.

Date _____ Authorized Signature _____

Receipt of the following addendum is acknowledged:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

**COUNTY OF MOORE
NON-COLLUSION AFFIDAVIT**

State of North Carolina
County of Moore

I _____, being first duly sworn, deposes and says that:

He/She is the _____ of _____, the
Bidder that has submitted the attached bid;

He/She is fully informed respecting the preparation and contents of the attached bid and
of all pertinent circumstances respecting such bid;

Neither the said Bidder nor any of its officers, partners, owners' agents, representatives,
employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or
agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in
connection with the contract for which the attached bid has been submitted or to refrain from bidding in
connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion
or communication or conference with any other Bidder or to fix overhead, profit or cost element of the bid
price of any other Bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any
advantage against the County of Moore or any person interested in the proposed contract; and,

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives,
owners, employees, or parties in interest, including this affiant.

Title

State of North Carolina
County of _____
Subscribed and sworn before me,
This _____ day of _____, 2016

Notary Public
My commission expires: _____

Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, _____ (the individual attesting below), being duly authorized by and on behalf of
_____ (the entity bidding on project hereinafter "Employer") after first being duly
sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.
- Executed, this ____ day of _____, 2016.

Signature of Affiant
Print or Type Name: _____

State of North Carolina
County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2016.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

RFP Number (if applicable): _____

Name of Vendor or Bidder: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature Date

Printed Name Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/iran and will be updated every 180 days.



Vendor Application

County of Moore

Financial Services – Purchasing Division

PO Box 905

Carthage, NC 28327

Phone: (910) 947 - 6310

Fax: (910) 947 - 6311

Please Type or Print Legibly

Federal ID # _____ SS # _____ Vendor # _____

Vendor Name

Date

ORDER ADDRESS		PAY ADDRESS	
Street		Street	
Street		Post Office Box	
City		City	
State	Zip Code	State	Zip Code

CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER
----------------	------------------	------------

YEAR ESTABLISHED	TERMS	DISCOUNT
------------------	-------	----------

CONTRACTOR'S LICENSE # (if applicable)	SIGNATURE
	EMAIL ADDRESS:

This firm certifies that it is a: (if applicable)

☐ Disabled

☐ Minority Business Enterprise

☐ Women Business Enterprise

To qualify for MWBE status, 51% of the company must be owned and controlled by minority groups or women. For the purpose of this definition, minority group members are Black Americans, Hispanic Americans, American Indians and/or American Women. To qualify for Disabled status, 51% of the company must be owned and controlled by disabled persons.

Product(s) and/or Service(s)

Please list the type product(s) and/or Service(s) that your company can provide.

_____	_____	_____
_____	_____	_____

References

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
- certify that you are not subject to backup withholding; or
- claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.